

CITY OF BURBANK

PROGRAM SPECIALIST

DEFINITION

Under direction, organizes and leads specialized recreational activities such as cultural arts and organized sports programs; and to do related work as required.

ESSENTIAL FUNCTIONS

Under direction, initiates, develops, and implements a specialized recreation program; obtains supplies, collects fees, publicizes programs, produces written information and records; leads activities and teaches classes, clinics, and camps; recruits, trains, supervises, assigns, and evaluates employees and volunteers; secures permit areas; supervises recreation facility or program; performs facility maintenance and operates general office equipment including personal computers; observes and enforces policies and procedures; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - and skill in demonstrating a specialized recreational activity.
- Ability to - plan, organize, and direct the work of staff and volunteers; communicate effectively orally and in writing; make good judgments and decisions; create a positive rapport with program participants, school officials, and the community at large.

Education/Training: Completion of two years of college and one year of paid leadership experience with a recreational, cultural, or community services program. **NOTE:** Additional qualifying paid leadership experience may be substituted for the required education on a year-for-year basis up to a maximum of one year. Up to 500 hours of volunteer experience in a recreation setting may be substituted for part of paid leadership experience on an hour-for-hour basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; Red Cross First Aid, CPR, and communicable disease certificates are required within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Knowledge of specialized recreation program areas, basic computer skills, and ability to communicate in a second language.